Example Non-Profit Agency Chart:
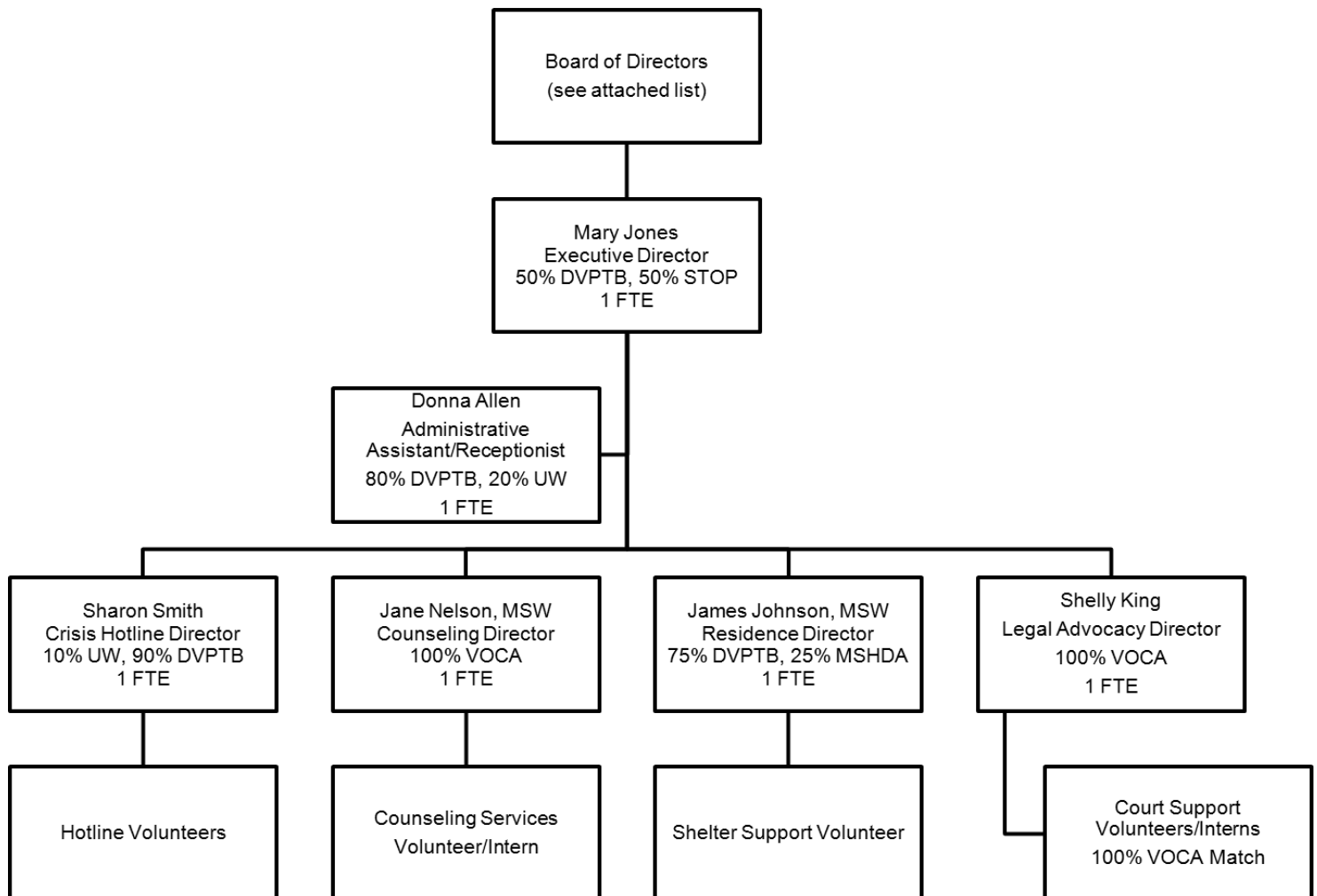
a. Provide an organizatonal chart of agency staff by name and position title including volunteer positions.
b. In each position box, designate the percentage salary/wage derived from each funding source and whether the position is full-time or part-time. If new position is being proposed, identify as "new hire."
c. Upload the organizational chart to the Narrative Summary section of the application.
d. Non-Profit Agencies should upload a listing of Board officers and members as a separate attachment (see example 2).
e. Include effective date on Organizational Chart.

Example: Non-Profit Agency Organizational Chart

```
                        ┌─────────────────────┐
                        │  Board of Directors  │
                        │  (see attached list) │
                        └─────────────────────┘
                                   │
                        ┌─────────────────────┐
                        │     Mary Jones       │
                        │  Executive Director  │
                        │  50% DVPTB, 50% STOP │
                        │        1 FTE         │
                        └─────────────────────┘
                                   │
              ┌─────────────────────────┐
              │      Donna Allen         │
              │    Administrative        │
              │ Assistant/Receptionist   │
              │   80% DVPTB, 20% UW      │
              │        1 FTE             │
              └─────────────────────────┘
```

Sharon Smith	Jane Nelson, MSW	James Johnson, MSW	Shelly King
Crisis Hotline Director	Counseling Director	Residence Director	Legal Advocacy Director
10% UW, 90% DVPTB	100% VOCA	75% DVPTB, 25% MSHDA	100% VOCA
1 FTE	1 FTE	1 FTE	1 FTE

Hotline Volunteers	Counseling Services Volunteer/Intern	Shelter Support Volunteer	Court Support Volunteers/Interns 100% VOCA Match

Effective 1/22/2013

Example Board of Directors List for Non-Profit Agencies:

Non-Profit Agencies should upload a listing of Board officers and members as an attachment to the Organizational Chart. Agencies may utilize the format in the example below or an internal version. However, all listings should include, at a minimum:

   a. The name of the Board member/officer
   b. Contact information for the Board member/officer
   c. The title of the Board member/officer's position
   d. The term of service for the Board member/officer
   e. Include the effective date of the Board listing

Example: Non-Profit Agency Board of Directors List
<u>*Victim Services Agency Board of Directors*</u>

<u>*As of January 22, 2013*</u>

Board Member	Title	Term of Service
Mary Richards 112 Main Street Uptown, MI 48164	President	January 2011 – December 2013
Jennifer Williams 483 Charles Drive Uptown, MI 48164	Vice President	January 2012 – December 2014
Jack Allen 22475 Sunrise Court Uptown, MI 48164	Secretary	January 2011 – December 2013
Amanda Bedford 1982 Glacier Uptown, MI 48164	Treasurer	January 2012 – December 2014
Anthony Gilmore 20937 Lake Drive Uptown, MI 48164	Member-at-Large	January 2011 – December 2013
Susan Jacobsen 841 Michigan Drive Uptown, MI 48164	Member-at-Large	January 2012 – December 2014
Louise Moon 342 Main Street Uptown, MI 48164	Member-at-Large	January 2013 – December 2015
Tim Parker 1510 Uptown Way Uptown, MI 48164	Member-at-Large	January 2012 – December 2014
Rebecca Smith 3350 Proctor Uptown, MI 48164	Member-at-Large	January 2011 – December 2013
Cheryl Walthrup 4179 First Avenue Uptown, MI 48164	Member-at-Large	January 2013 – December 2015